**Instructions**

The form will mirror, in flow, the physical form to which we’ve been accustomed. Required fields are marked with red asterisks *. Most fields are required.

To submit New Special Event Insurance Requests, click that option in the top right of the page.

**System Member Information:** The first panel is for self-identifying information. Please note that the department should be that which is hosting the event/program. Someone of a one department may submit a request on behalf of another (e.g.: Risk Management submitting for a Program Director). This field should show the department under which that Program Director operates. In association with the same, the Event Coordinator would, in this example, be the Program Director. The employee search field is provided for this lookup. Simply click within the field, and start typing the employee’s name; or, click the magnifying glass and use the search fields provided.

If the entry user maintains login credentials with Origami, the entry user field will not appear until the request is saved / submitted; you will not have to add yourself if you’re a credentialed user. Anonymous users will be required to search themselves, for identifying purposes.

**Event/Program Information:** Details of the event / program are required here. Estimated premiums are auto-generated based on the entered participant count, the total number of days, and the event type. The total number of days are auto-calculated based on the start and end dates. Rates applied to calculate premiums are based on existing rates (as shown on the physical form). The rate is based on whether the request is for a sports or non-sports event.

Event location information may be selected from the on campus lookup, if hosted at one of our listed locations; or manually entered.

If COIs are requested, entry users must indicate so, and must provide the COI holders’ information.
**WorkFlow:** Once the form is completed, auto-generated email notifications will be sent to the *Entry User, Risk Manager, and Risk Liaison, with a copy to SORM*. Under separate cover, though simultaneously, auto-generated email notifications will be sent to the Broker, with a copy to SORM.

The *Broker* will be instructed to confirm coverage. Once confirmed, the Entry User, Risk Manager and Risk Liaison will receive an auto-generated email notification.

Once the *COI* is attached to the file by the Broker, an auto-generated email notification will go to those previously-identified recipients; the same goes for the *premium invoice*. Please note that, as has been the case with the physical form, the premium calculated within the form is just an estimated premium. The actual premium shown on the premium invoice may differ.

*Tasks* will be assigned to Risk Managers, with Liaisons as backup responders, for follow-ups to the Broker seven (7) days after coverage has been added, if the COI/invoice are not received by then.

*Modifications* to insurance requests, for items like dates of coverage, participant counts, or event types will also trigger auto-generated notifications to the previously identified recipients, and to the Broker.

*The Special Events policy is non-auditable.* Users must provide the estimated number of participants. Should the participant attendee count be less than the estimated participant count, the policy will not be audited for the potential of returned premiums. Premium adjustments may be considered only under exceptional circumstances.

Conversely, if *coverage is rejected* by the broker, an auto-generated notification will also be provided. SORM will explore the reason for the declination of coverage and explore alternate coverage options.